

J O B O P P O R T U N I T Y

California Department of Veterans Affairs
"Veterans First"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: Pharmacy Services Manager (7996)

Full-Time, Permanent

\$5725.00 - \$6958.00

Plus \$725.00 per month Recruitment & Retention

LOCATION: Pharmacy

FINAL FILE: UNTIL FILLED

DUTIES & RESPONSIBILITIES:

The Chief of Pharmacy/Central Supply (CS) has responsibility for directing the operation of the Hospital's larger comprehensive pharmacy and for supervising the work of Pharmacist I's, Central Supply Lead Registered Nurse, Material and Stores Specialist, Pharmacy Technicians, Medical Supply Technicians as well as other non-professional staff employed in the hospital pharmacy.

Pharmacy Administration

- Establishes and administers pharmacy policy and procedures which provide for proper procurement, storage, preparation, dispensing, administration, use and control and maintenance of required records for all pharmaceuticals at various locations within the hospital consistent with the overall mission of the hospital.
- Administers hospital policies and procedures as they relate to the Pharmacy Department.
- Ensures maintenance of clinical pharmacy services including patient profiles, medication regimen reviews, reporting of adverse drug reactions and clinical pharmacy in-service education programs.
- Adheres to all applicable Department of Health Licensing, Board of Pharmacy, DEA, FDA and HCFA standards and regulations to ensure pharmacy compliance as well as overall hospital compliance.
- Prepares and consolidates departmental information reports with analysis for hospital administration.
- Establishes realistic goals and objectives for the Pharmacy Department.
- Fosters realistic expansion and application of new technology, including integrated hospital information systems, drug information.
- Administers the Pharmacy Department's Quality Assurance and Improvement program and contributes to the interdisciplinary Clinical Quality Improvement Committee.
- Provides consultative services to other Department of Veterans Affairs, Veterans Home facilities.

Personnel Management and Supervision

- Contributes to the recruitment, selection and retention of professionally competent staff and ensures adequate staffing to provide a quality service level.
- Provides annual performance reviews of all staff.
- Promotes staff development and encourages the use of cost effective training tools designed to improve the effectiveness of staff and to enhance their professional growth.
- Conducts staff meetings to discuss system performance, quality improvement issues and progressive solutions.
- Employs sound personnel management practices, including contributing to the department's equal employment action and upward mobility goals.

Budgetary and Fiscal Responsibilities

- Directs and controls the purchase and inventory maintenance of all pharmaceuticals and related substances and medical supplies. Works closely with Department of Procurement on prime vendors and drug contract issues.
- Oversees the department's procurement activities, distribution systems and staff resources to ensure that the department operates within its assigned budget.
- Contributes to the hospital's Pharmacy and Therapeutics Committee and makes appropriate recommendations to increase the cost effective use of pharmaceuticals.
- Coordinates the reporting of cost of pharmaceuticals and medical supplies to the Fiscal Office for the cost-reporting system.

Leadership and Communication

- Communicates hospital policies and procedures in a manner, which ensures a well informed and highly motivated pharmacy workforce as well as well informed medical and nursing staff.
- Other duties as necessary.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Pharmacy Services Manager, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678), copy of Pharmacist License and resume to:

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
www.cdva.ca.gov

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